

## Application for Curricular Practical Training (CPT)

In order to be eligible for CPT authorization you must **first**:

- Have completed at least one academic year (2 semesters) of full-time study in F-1 status.
- Secure an internship offer and receive an Offer of Employment letter from your employer. Must be on company letterhead and include the employer's name, address, and the start/end dates.
- Receive approval from your academic department to receive course credit toward your major** for the proposed internship.
- Complete the online Internship Agreement through KnightJobs** between you, SUNY Geneseo, and your employer. See Career Development in Erwin 116.
- Have a letter from your Academic Advisor/Faculty mentor supporting your CPT (ask ISSS for a template)
- Register for at least 1 credit hour of internship credit for your major.** Internships run under course number **395** with the prefix that corresponds to your academic department (ex. Business Administration = MGMT 395). **Cannot be INTD 395!**
- Receive CPT authorization and a new Form I-20 from ISSS before starting your internship.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_ **G#:** \_\_\_\_\_

**Internship Employer Name (Company or Organization):** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_

**Supervisor Name & Contact Information:** \_\_\_\_\_

**Type of Employment (circle one):** **Full Time** (More than 20 hrs/week)    **Part Time** (20 hrs/week or less)

**Employment Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Explain how the work in your internship is related to your program of study:**

\_\_\_\_\_

**For Office Use Only:**

- Copy of Completed KnightJobs Agreement (ask Career Development for this)
- Copy of Employment Offer Letter
- Letter from Academic Advisor/Faculty mentor
- Registered for Course \_\_\_\_\_ 395; Number of credit hours \_\_\_\_\_
- New Form I-20 Created & Given to Student
- If summer internship – enroll in health insurance \_\_\_\_\_